



# Sign Permit

## Application Information

**In this packet:**

- Sign Permit Checklist
- Sign Ordinance (# G-95-12-21-10B)

**Planning & Community Development Department  
City of Round Rock, Texas**

Effective Date: January 1, 2005

# SIGN PERMIT CHECKLIST

(revised 6 / 23 / 97)

The following checklist is to be used for ALL free-standing and electrified signs. Non-electrified facial signs are exempted. Contact the Planning & Community Development Department for signage in historic areas.

## 1. Sign Permit Process:

- Obtain a copy of the Sign Ordinance from the Building Inspections or Planning & Community Development Department
- Complete a Sign Application obtained from Building Inspections
- Attach the required drawings and plans; include photographs and any other supporting materials which might expedite processing.
- Submit the application and **2 complete sets** of required and supporting materials to Building Inspections
- Submittal is reviewed by the Planning & Community Development Department
- Submittal is forwarded to Building Inspections for further review
- Apply for an Electrical Permit from Building Inspections for any illuminated sign
- Pay fee(s) and pick up permit(s)
- Contact Building Inspections upon completion of sign installation for final inspection

## 2. Information Required for Submittal:

- ☐ Correct address of the proposed sign location
- ☐ Scale drawing showing the sign elevation from the proposed grade level and **all** sign dimensions: sign face(s), sign pole(s), sign foundation, etc.
- ☐ Signage for new construction: a copy of the plot (lot) plan showing the measured location of the sign, the location(s) of all existing free-standing signs on the property and on adjacent properties, and all of the required setback(s) for the signage being sought
- ☐ Signage for existing construction: a copy of the site plan showing the measured location of the sign, the location(s) of all existing free-standing signs on the property and on adjacent properties, and all of the required setback(s) for the signage being sought
- ☐ Appropriate construction plans, wiring diagrams, materials schedules, and any other construction details for the sign
- ☐ One or more optional photographs of the sign, if it has already been fabricated (NOT a substitute for the required elevation drawings)
- ☐ One or more optional photographs of the site (NOT a substitute for the required site plan)

provided for in compliance with this policy and the City of Round Rock Drainage Criteria Manual.

- (2) Plans and design calculations for all drainage facilities shall be submitted to the city engineer for acceptance prior to issuance of the building permit.
- (3) The design engineer shall certify that the plans and calculations for all drainage facilities are in compliance with the policies and criteria of the City of Round Rock.
- (4) Following construction, but prior to issuance of a Certificate of Occupancy by the city, the design engineer shall certify that the public works improvements, including those covered by this section have been constructed in compliance with the city's requirements based on his inspection of the completed work.

(Ordinance No. 951 of April 8, 1982)

Cross Reference: See also Section 3.1000, Flood Damage Prevention Regulations, Section 8.609, Drainage and Storm Sewers, and Section 8.614, Flood Regulation.

## **SECTION 3.1300      RESERVED FOR FUTURE USE**

## **SECTION 3.1400      SIGNS**

### **3.1401 HOME OCCUPATIONS SIGNS**

Customary home occupations shall be permitted one (1) sign each, provided that such sign shall be attached flatwise to the house and shall not exceed two (2) square feet in surface area.

(Ordinance No. G-95-12-21-10B of December 21, 1995)

### **3.1402 CONSTRUCTION PHASE SIGNS**

During construction of a building, one (1) unilluminated sign advertising contractors or architects working on such premises shall be permitted, provided that such sign shall not be more than forty (40) square feet in area and shall be set back from the front property line. Such sign shall be removed immediately upon the occupancy of the building.

(Ordinance No. G-95-12-21-10B of December 21, 1995)

3.1403 BUSINESS USES SIGNS

- (1) Definitions. For the purposes of this Section, certain terms and words are hereby defined. Terms not defined herein shall be construed in accordance with Chapter 11, Zoning and other Codes and ordinances or their customary usage.
- (a) Animated Sign. Any sign that uses movement or change of lighting to depict action or motion.
  - (b) Banner. Any sign printed or displayed upon cloth or other flexible material, with or without frames.
  - (c) Business Use. Land uses classified by the Zoning Ordinance as commercial or industrial, including churches, schools, and multi-family projects, but not customary home occupations.
  - (d) Changeable Copy Sign. A sign or portion thereof with characters, letters, or illustrations that can be changed or rearranged.
  - (e) Cluster Sign Site. A tract of land located in a Large Center on a Frontage Road and limited to use for a sign cluster and the associated landscaping.
  - (f) Free Standing Sign. Any sign which is attached to or part of a completely self-supporting structure. The supporting structure shall be firmly in or below the ground surface and not attached to any building or other structure, whether portable or stationary.
  - (g) Freeway. Any highway that contains frontage roads.
  - (h) Frontage Road. The set of lanes on either side of a Freeway, which parallel the Freeway center lanes and provide access to abutting properties.
  - (i) Fuel Outlet. A business use where gasoline or other type of fuel for motor vehicles is pumped for sale.
  - (j) Large Center. A lot or group of adjacent lots in the same subdivision consisting of three (3) acres of land or more and containing commercial or industrial land uses.
  - (k) Monument Sign. Any sign which is separate from buildings and the entire bottom of which is in contact with or in close proximity to the ground.
  - (l) Pole Sign. Any sign that is supported by a pole or poles, said pole or poles being separate from buildings.

- (m) Sign. Any device or surface on which letters, numbers, illustrations, designs, figures, or other symbols are painted, printed, stamped, raised, projected or in any manner outlined or attached and is used for the purposes of advertisement, announcement, declaration, demonstration, display, identification or expression.
- (n) Sign Area. Surface or face of a sign used for the purpose of communicating information to the public. As specified in Table 3.1403, this measurement is expressed as a square footage amount authorized to each sign face. The sign area shall be computed by means of the smallest polygon or circle or combination thereof that will encompass the extreme limits of the writing, representation, emblem or other display and is contained within the respective sign cabinet.
- (o) Sign Cabinet. The structure or border used to differentiate a sign face from the structure against which a sign face is placed.
- (p) Small Center. A lot or lots consisting of fewer than three (3) acres of land and containing authorized business uses.
- (q) Spacing. The distance required between signs of the same category or, between Large Center and Small Center Signs on Frontage Roads.
- (r) Standard Roadway. Any public street or highway that is not a freeway.
- (s) Tenancy. A Small Center containing more than one (1) business.
- (2) Business Use Signs. Except as otherwise provided herein, business uses shall be permitted one or more sign per lot, as set forth in Table 3.1403 below, except that a Large Center Sign may have two or more Signs as set forth in Table 3.1403.

(Ordinance No. 934 of January 14, 1982 as amended by Ordinance No. G-93-03-11-8D of March 11, 1993 and Ordinance No. G-95-12-21-10B of December 21, 1995 and Ordinance No. G-97-06-12-10B of June 12, 1997)

**Table 3.1403**

Authorized Free Standing Business Use Signs  
(One (1) sign per lot, unless otherwise stated.)

<b>Business Use</b> (as defined)	<b>Sign Area</b> (maximum: square feet)	<b>Height</b> (maximum: feet)	<b>Front Setback</b> (minimum: feet)	<b>Spacing</b> (minimum: feet)
<b>Any Business Use</b> <sup>(1)</sup> (Monument Sign Only)	50	5	0	not applicable
<b>Small Center</b>	40	20	10	not applicable
<b>Fuel Outlet</b>	40 <sup>(2)</sup>	20	10	not applicable
<b>Tenancy</b>	100 <sup>(3)</sup>	20	10	not applicable
<b>Large Center</b> 3-acres plus	200 Two signs per three acres <sup>(4)</sup>	30	25	150
<b>Small Center</b> (Frontage Road)	320	30	25	150
<b>Large Center</b> 3-acres plus (Frontage Road)	320 Two signs per three acres <sup>(4)</sup>	30	25	150

**Notes:**

- Any business may utilize a Monument Sign, with a maximum sign area of 50 square feet, a maximum height of 5 feet and with no minimum setback, as a substitute for any sign listed above.
- A 50 square foot sign is authorized only if it includes a gasoline price posting on a single sign.
- A 100 square foot sign is authorized provided no single tenant is allocated more than 40 square feet of sign area.
- Additional signs shall be permitted to each Large Center on the basis of one additional sign for each additional four (4) acres of land, up to a maximum of four signs.

- (3) Nonresidential uses which are on a tract which is located no more than one hundred (100) feet of the interstate highway right-of-way shall each be permitted, in lieu of any other authorized sign or signs, one sign of not more than one hundred (100) square feet, provided that such sign (a) shall not be placed within any required yard, (b) shall not be placed within twenty-five (25) feet of the front property line, (c) shall not be placed within one hundred (100) feet of an existing sign permitted by this paragraph and paragraph (2) above, (d) shall not be placed more than two hundred (200) feet from the Interstate Highway 35 right-of-way and (e) shall not exceed thirty (30) feet in height.

(Ordinance No. 2396 of February 23, 1989 as amended by Ordinance No. G-97-06-12-10B of June 12, 1997)

- (4) Monument Signs. Where permitted by this Section, monument signs shall be in compliance with the following regulations:

- (a) A monument sign shall not exceed fifty (50) square feet of sign area; provided however that a monument sign included in a sign cluster may contain no more than one hundred (100) square feet.
- (b) A monument sign shall not include a changeable copy feature; provided however that a fuel outlet may utilize a changeable copy feature that is up to fifty percent (50%) of the sign area to post fuel prices.
- (c) A monument sign shall not be an animated sign.
- (d) Unless there is a conflict with public utilities or required sight distance, there shall be no front setback requirement for a monument sign.
- (e) A landscaped area of no less than one hundred twenty (120) square feet shall be required at the base of the sign.
- (f) A landscape maintenance plan shall be submitted for approval to the Director of Planning prior to the issuance of a building permit.

- (5) Prohibited Signs

- (a) It shall be unlawful for any person to erect, relocate, repair, repaint or materially alter any Sign, as defined herein, within the city's limits or extraterritorial jurisdiction, without first obtaining a building permit issued by the Chief Building Official or his designee, as directed in Section 3.106 of this Code.
- (b) All signs not expressly authorized by this Section or exempt from the regulations hereunder in accordance with this Code are prohibited. Such unauthorized Signs include, but are not limited to, inflatable signs, tethered balloons, and the use of beacons or search lights for advertising purposes.

(Ordinance No. G-95-12-21-10B of December 21, 1995 as amended by Ordinance No. G-97-02-27-9C of April 10, 1997 and Ordinance No. G-97-06-12-10B of June 12, 1997)

### 3.1404 SUBDIVISION MARKETING SIGNS

- (1) For the purpose of marketing a recorded subdivision, one (1) on-premises sign of not more than three hundred twenty (320) square feet for each road abutting the respective subdivision shall be permitted, provided that such sign shall not be placed within any required yard nor within twenty-five (25) feet of any propertyline abutting a street or road right-of-way, and further provided, that such sign shall not exceed thirty (30) feet in height.

(Ordinance No. G-95-12-21-10B of December 21, 1995 as amended by Ordinance No. G-97-06-12-10B of June 12, 1997)

### 3.1405 PORTABLE SIGNS

- (1) A portable sign is any sign not permanently attached to the ground or a building. Portable signs include, but are not limited to, any sign mounted or attached to a pick up truck, van, or any other motor vehicle or trailer.
- (2) It shall be unlawful for any person, firm, or corporation to erect, construct, or locate within the city any portable sign, or cause the same to be done. This shall not be interpreted to prohibit identification lettering on motor vehicles including, but not limited to, the name, address, and number of a building, institution, or person and to the activity carried on in the building or institution, or the occupancy or other similar information.
- (3) It shall be unlawful for any person, firm, or corporation to operate or park any vehicle or trailer so as to be visible from a public right-of-way for the primary purpose of advertisement of products or directing people to a business or activity located in the same or nearby property or any other premises. This shall not be interpreted to prohibit "for sale" signs being placed on vehicles or trailers.
- (4) All existing portable signs in use as of the effective date hereof must be removed within ninety (90) days of said effective date or be subject to the prohibitions contained herein.

(Ordinance No. G-95-12-21-10B of December 21, 1995)



3.1406 TEMPORARY SIGNS

- (1) Temporary signs not exceeding forty (40) square feet in area pertaining to drives or events of civic, philanthropic, education, or religious organizations, provided that said signs are posted only during said drive or no more than thirty (30) days prior to said event and are removed no more than seven (7) days after an event are exempt from the provisions of this section. The city council may grant a special permit for temporary signs or banners over a street or public way. A temporary banner may exceed twenty (20) square feet in area in the discretion of the city council.
- (2) Temporary signs not exceeding nine (9) square feet in area pertaining to the lease, sale, or rental of a building or use are exempt from the provisions of this section.

(Ordinance No. 934 of January 14, 1982 as amended by Ordinance No. G-95-12-21-10B of December 21, 1995)

- (3) Temporary signs in a SF-1 zone, SF-2 zone or a TF zone pertaining to the lease, sale or rental of a building may be permitted in the right-of-way provided they meet the following criteria:
  - (a) the sign does not exceed four (4) square feet in total sign area,
  - (b) the sign is located in a portion of the public right-of-way immediately adjacent to the property being offered for lease, sale or rent,
  - (c) the sign does not interfere with the public's legitimate use of the roadway or sidewalk,
  - (d) the sign is not located within thirty-five (35) feet of an intersection so as to violate Section 11.304(7) of this Code, and
  - (e) the sign is not located in the right-of-way of any freeway, parkway or arterial roadway as described in Section 11.200 of this Code.

(Ordinance No. 2357 of September 22, 1988 as amended by Ordinance No. G-95-12-21-10B of December 21, 1995)

3.1407 NONCONFORMING SIGN ABATEMENT

- (1) All signs which are in violation of this section shall be deemed nonconforming and shall be brought into compliance or removed no later than January 1, 1991.
- (2) If a nonconforming sign is damaged or destroyed to the extent of fifty (50) percent or more of its fair market value, then restoration or new construction shall not be permitted, unless such restoration or new construction shall conform to all regulations in this section.

- (3) No building permit shall be issued for construction on any lot on which there is situated a nonconforming sign.

(Ordinance No. 1100 of September 13, 1984 as amended by Ordinance No. G-95-12-21-10B of December 21, 1995)

### 3.1408 SIGNS, POSTERS AND OUTDOOR ADVERTISING PROHIBITED IN PUBLIC RIGHTS-OF-WAY

- (1) It is unlawful and a misdemeanor for any person to place a sign, poster or outdoor advertising within the public ways, streets, or road rights-of-way within the incorporated limits or extraterritorial jurisdiction of the City of Round Rock, Texas.
- (2) Any sign, poster or outdoor advertising found within the prohibited area shall be declared a public nuisance and may be removed by the City.
- (3) Any sign, poster or outdoor advertising removed by the City shall immediately become the property of the City.
- (4) The removal of any sign, poster or outdoor advertising by the City shall not preclude the City from prosecuting any person for violating this subsection.

(Ordinance No. 2187 of August 8, 1985 as amended by Ordinance No. G-95-12-21-10B of December 21, 1995 and Ordinance No. G-04-02-12-13A4 of February 12, 2004)

### 3.1409 AREA IDENTIFICATION SIGNS

For the purpose of area identification, the Director of Planning may grant a special permit for an area identification sign provided it meets the following criteria:

- (1) The sign must be a monument sign, and constructed of stone, brick or other maintenance-free material.
- (2) The sign must primarily identify an area (i.e., subdivision identification or commercial center identification).
- (3) The sign may list the name of major buildings occupying sites of three (3) acres or more provided that the letter size of these listings does not exceed fifty (50) percent of the letter size of the area designation.

- (4) The sign may be located at an off-premises location adjacent to an arterial roadway to identify the primary entrance to the area.
- (5) The sign may contain only the name of the area to be identified and a secondary list of major buildings or complexes. The sign shall not list tenants within buildings nor shall it contain any other form of advertising.
- (6) The design and construction of such signs must assure compatibility with surrounding development.
- (7) The location of such signs must not restrict visibility at intersections.
- (8) Lighting is restricted to ground lighting only.
- (9) The Director of Planning may permit future additions to the list of major buildings.
- (10) The Director of Planning may permit the location of area identification signs on private property or on public property if the applicant obtains a license agreement from the city council to utilize public right-of-way for this purpose. Where such license agreement is required, the Director of Planning may conditionally approve such a sign location upon the approval of a license agreement by the city council. Such conditional approval is null and void if a license agreement is not approved by the city council within sixty (60) days of the Director of Planning's approval. Such conditional approval is not a commitment that the city council will approve such license agreement.
- (11) No other commercial sign shall be allowed within one hundred (100) feet of an area identification sign.
- (12) Area identification signs shall not exceed one hundred (100) square feet of total sign area.

(Ordinance No. 2357 of September 22, 1988)

- (13) The application for an area identification sign shall be accompanied by a fee of two hundred fifty dollars (\$250.00)

(Ordinance No. 2554 of November 14, 1991 as amended by Ordinance No. G-95-12-21-10B of December 21, 1995)

### 3.1410 SPECIAL EXCEPTIONS

- (1) The Director of Planning shall have the power to issue a special exception to the setback and/or height requirements provided for herein.

- (2) Before issuing a special exception to the setback and/or height requirements, the Director of Planning shall make the following findings:
  - (a) That the parcel of land for which the special exception is requested is zoned C-1 or C-3 and is adjacent to the right-of-way for a freeway;
  - (b) That the sign will be used to advertise only on site restaurants, a fuel outlet, or hotels, motels, and other establishments providing overnight lodging; and
  - (c) That a sign constructed in compliance with the setback and height requirements on any permitted location could not be seen from any main lane of a freeway from a location more than one thousand (1,000) feet prior to the nearest exit which provides access to the affected business. The point from which the one thousand (1,000) feet is measured shall be the point of tangency between the main lanes of the freeway and the exit ramp.
- (3) The burden of proof regarding the above findings shall be on the applicant requesting the special exception.
- (4) Any special exception granted shall be only for the minimum necessary to achieve the required visibility, but in no event shall a special exception be granted for a sign in excess of sixty-five (65) feet in height.

(Ordinance No. G-93-03-11-8D of March 11, 1993)

- (5) Under no circumstance shall a special exception be granted for the following:
  - (a) Any sign, sign structure, or advertising device not specifically permitted in this section.
  - (b) Any sign or device which by design or location resembles or conflicts with any traffic control sign or device.
  - (c) Any sign or device that creates a potential safety hazard by obstructing views of pedestrian and vehicular traffic at street intersections or driveways or by creating glare or other hazardous distraction.
  - (d) Any sign or device that is erected within six (6) feet horizontally or twelve (12) feet vertically or any overhead electric conductors.
  - (e) Any roof sign, portable sign, billboard, balloon inflatable, any sign constructed of a nondurable material, signs in the public right-of-way, wind driven advertising devices and flashing signs.

(Ordinance No. 2324 of February 25, 1988)

- (6) The application for a special exception to the setback and/or height requirements shall be accompanied by a fee of two hundred fifty dollars (\$250.00)

(Ordinance No. 2554 of November 14, 1991 as amended by Ordinance No. G-95-12-21-10B of December 21, 1995)

### 3.1411 APPEALS TO BUILDING STANDARDS COMMISSION

The Building Standards Commission shall hear and decide appeals where it is alleged there is error in any order, requirement, decision, or determination made by the Planning Director in the enforcement of this Section.

(Ordinance No. G-95-12-21-10B of December 21, 1995 as amended by Ordinance No. G-02-06-27-8A1 of June 27, 2002)

### 3.1412 REGULATION OF OUTDOOR SIGNS IN THE CITY'S EXTRATERRITORIAL JURISDICTION

- (1) Pursuant to the terms of §216.902 of the Local Government Code, the provisions of this Section 3.1400 regulating Signs shall be enforced in, and extended to the City's area of extraterritorial jurisdiction, except as provided below.
- (2) The provisions of this Section 3.1400 shall not be enforced in that portion of the City's extraterritorial jurisdiction that is located in the Brushy Creek Municipal Utility District and that is also located more than one hundred fifty feet (150') from the public right-of-way of RM Highway 620.

(Ordinance No. G-97-02-27-9C of April 10, 1997 as amended by Ordinance No. G-05-03-10-13C1 of March 10, 2005)

### 3.1413 POLITICAL CAMPAIGN SIGNS

- (1) Definitions

Unless it appears from the context that a different meaning is intended, the following words shall have the meanings given them in this subsection:

City means the City of Round Rock, a municipal corporation in the State of Texas.

Director of Public Works means the City Engineer/Director of Public Works.

Person means any person, FIRM, partnership, association, corporation, company, or organization of any kind.

Political Campaign Sign means any sign urging the election or defeat of any candidate seeking any political office, or urging the passage or defeat of any ballot measure, but does not mean or include any billboard owned or maintained by a commercial FIRM or advertising company.

Public Property means all publicly owned property, including streets, rights-of-way, easements, and everything affixed thereto and thereover.

Sign means and includes any bill, poster, placard, handbill, flyer, painting, sign, or other similar object in any form whatsoever which contains printed or written matter in words, symbols, or pictures, or in any combination thereof.

(Ordinance No. 716 of September 27, 1979)

(2) Posting on Public Property Prohibited

- (a) It shall be unlawful for any person with the exception of paragraph (b) below, to post a political campaign sign on or over any public property in the city.
- (b) A political campaign sign may be permitted in the public right-of-way if:
  - (i) the sign does not exceed four (4) square feet in total sign area,
  - (ii) the sign is located in a portion of the public right-of-way immediately adjacent to the property or residence of the person posting the sign,
  - (iii) the sign does not interfere with the public's use of the roadway or sidewalk,
  - (iv) the sign is not located within thirty-five (35) feet of an intersection so as to violate Section 11.304(7) of this Code, and
  - (v) the sign is not located in the right-of way of any freeway, parkway or arterial roadway as described in Section 11.200 of this Code.

(Ordinance No. 2357 of September 22, 1988)

(3) Posting Time Limits

It shall be unlawful for any person to post a political campaign sign more than ninety (90) days prior to the election for which the sign is posted, and it shall be unlawful to fail to remove a political campaign sign within thirty (30) days after the election for which the sign was posted.

(4) Removal of Illegal Signs

(a) By Director of Public Works

The director of public works or his authorized agents are hereby authorized to remove any political campaign sign found posted within the corporate limits of the city when such sign is in violation of the provisions of this subsection.

(b) Authority of Director

For the purpose of removing political campaign signs, the director of public works or his authorized agents are empowered to enter upon the property where the signs are posted, and the director is further authorized to enlist the aid or assistance of any other department of the city and to secure legal process to the end that all such signs shall be expeditiously removed from any property where posted.

(5) Removal Procedure

When the director or his agents find that a political campaign sign has been posted in violation of this subsection, he shall attempt to contact the candidate, committee, or person responsible for the posting of such sign. If successful, he shall give twenty-four (24) hours advance telephonic notice of his intention to remove the sign, indicate the nature of the violation and the location of the sign. If, after such notification, the illegal sign remains in violation, the director or his agents shall remove said sign and store it in a safe location. If, after reasonable diligence, the director is unable to contact the candidate, committee, or person responsible for the sign, he may dispense with the notice requirement and remove the sign, storing it in a safe location.

(6) Storage, Notice, Return

If the director or his agents remove any political campaign sign, he shall keep a record of the location from which the sign was removed. He shall store the political campaign sign in a safe location for at least thirty (30) days and shall immediately notify by telephone the candidate, committee, or person responsible for the posting of the sign, indicating the fact of removal and the location where it may be retrieved. If the director is unable to make telephone contact, he shall provide written notice if the address of the candidate, committee, or person is known or can be ascertained. The director shall return any political campaign sign upon the payment of the fee provided in paragraph (7) below.

(7) Removal of Sign; Charge

The city shall be entitled to receive the sum of ten dollars (\$10.00) for every political campaign sign removed by the director, to cover the expense of removal, notice, and storage. In cases where unusual effort is needed to remove a sign, such as the cutting or removal of supporting structures, use of aerial devices, towing of "trailer signs", or other unusual situation, the city shall collect from the person responsible a sum sufficient to cover the costs and hourly wages of employees so utilized.

(8) Persons Responsible

In a campaign for political office, the candidate for such office shall be deemed the person responsible for the posting of political campaign signs, unless he first notifies the city secretary and the director of public works of another person who is responsible. In such cases, the candidate shall provide the name, address, telephone number, and signed consent of such other responsible person. In a campaign regarding a ballot measure, the president of the committee supporting or opposing such ballot measure shall be deemed responsible, unless he first notifies the city secretary, director of public works, or some other person responsible, in the manner described above. The candidate, or in the case of a ballot measure, the committee president, or other responsible person if so designated, shall be liable to pay any fees or costs for the removal and storage of illegal signs, as set out herein. Further, such candidate, committee president, or other designated person, shall be subject to prosecution for any violation of this section. Nothing in this subsection shall be interpreted to make any person liable, civilly or criminally, for any sign posted by persons unknown to him or her, or by persons over whom he or she has no control.

- (9) Illegal Signs Declared a Public Nuisance Political campaign signs in violation of this subsection are hereby declared to be public nuisances, and may be abated as such by the city. The collection of removal fees shall not preclude the city from prosecuting any person for violating this section.

(Ordinance No. 716 of September 27, 1979)

3.1414 SIGNS FOR HISTORIC DISTRICTS AND HISTORIC LANDMARKS(1) Purpose

The purpose of this Section 3.1414 is to provide for supplemental sign standards to protect and enhance the unique character of the city's historic districts and historic landmarks. Except where they are in direct conflict with this subsection, the provisions of other subsections of this Section 3.1400 shall apply to historic districts and historic landmarks.

(2) Definitions

- (a) Awning sign - Any sign painted on, or applied directly to, and contained entirely within the face, valance, or side panels of an awning.
- (b) Banner - A cloth sign hung perpendicular to the facade of a building that is attached to the bottom of a projecting sign, awning or canopy.
- (c) Business shingle - Any illustration or symbol which represents the type of business which occupies the building. No wording is allowed on such signs.



- (d) Canopy sign - Any sign painted on, or applied directly to, and contained entirely within the vertical face of a building canopy.
- (e) Facade sign - Any sign painted on, or attached directly to the exterior of a building.
- (f) Free-standing sign - Any sign not attached to, or placed upon, a building.
- (g) Hanging sign - Any signboard suspended from chains, hooks, or similar means from an awning, canopy, or building structural member.
- (h) Historic district - As defined Section 11.401.
- (i) Historic landmark - As defined in Section 11.401.
- (j) Primary sign - An awning sign, canopy sign, facade sign, free standing sign, hanging sign, projecting sign, roof sign, or window sign.
- (k) Projecting sign - Any signboard attached to and placed perpendicular to a building facade.
- (l) Secondary sign - A business shingle or banner.
- (m) Sign - Any display of letters, numbers, pictures, or other symbols upon a building, structure, or other object for the purpose of attracting attention to a building, property, or the goods or services offered therein.  
  
A sign shall include all parts of which it is composed, including the frame, background, and lighting. As used herein, "sign" does not include any sign located inside a building, not intended to be seen from the building's exterior.
- (n) Signboard - Any flat, rigid surface not exceeding four (4) inches in depth, as measured front to back, specifically designed as a sign.
- (o) Storefront - Any business which occupies a ground floor area of a building with an entrance and display area located at the front of a building.
- (p) String pennant - Any arrangement of small pieces of fabric repetitively fastened to a string, rope, cord, or similar item.
- (q) Window sign - Any sign painted on, or applied directly to, any window of a building.

(3) Size

- (a) Awning, canopy, hanging, projecting and free standing signs shall have a maximum area of ten (10) square feet.
- (b) Facade signs shall have a maximum area of forty (40) square feet.
- (c) A secondary sign shall have a maximum area of four (4) square feet.
- (d) Window signs shall not cover more than twenty-five (25) percent of any window pane surface area.

(4) Design

- (a) The design of signs shall be compatible with the character of the surrounding historic district and conforming signs.
- (b) Signs which rotate, oscillate, or display any form of motorized movement are prohibited.
- (c) All signs shall comply with the city building codes and regulations.

(5) Materials

- (a) The materials used in the construction of a sign shall be the same or similar to those found in the construction of the city's historic districts and historic landmarks.
- (b) Wood, metal, glass, canvass and masonry shall be acceptable materials.
- (c) For hanging banners, vinyl may be permitted but a cotton/polyester blend is encouraged. The use of other plastics shall be prohibited.

(6) Color

- (a) The colors used in a sign shall be compatible with the historic district or historic landmark.
- (b) Wherever possible, colors from historic palettes shall be used.
- (c) Exceptions to colors from an historic palette may where appropriate be allowed for colors which are part of a recognized logo.

(7) Illumination

- (a) A sign may be illuminated to provide for increased visibility.
- (b) Illumination shall either be from the top or ground.

- (c) Interior lighting within the body of the sign, flashing, moving pattern lights and back lighted awnings or canopies are prohibited.
- (d) Outdoor neon illumination shall be prohibited, except for dining and drinking establishments.

(8) Number

- (a) Each commercial storefront or building shall be entitled to one (1) facade sign, one (1) awning, canopy, hanging, or projecting sign, and one secondary sign as provided in subsection (10) below.
- (b) Except where located on a street corner, no additional signs are permitted for a multi-tenant building. A multi-tenant building located on a street corner shall be permitted to erect one (1) additional awning, canopy, hanging, or projecting sign along the side street.

(9) Placement

- (a) Signs shall be placed so as not to create a health or safety hazard due to visual obstruction or physical impediment.
- (b) A facade sign shall be mounted flush to the side of the building but shall not cover, obstruct, damage or otherwise adversely affect the building's salient architectural or historic features.
- (c) Signs which obscure or interfere with the function of windows or doors are prohibited.
- (d) Secondary signs shall be placed so that there is a minimum clearance of eight (8) feet from the bottom of the sign to the sidewalk or other pedestrian walkway. Hanging signs shall not extend beyond the outermost perimeter of the awning, canopy, or structural member to which it is attached.
- (e) Projecting signs shall be placed so that there is a minimum clearance of ten (10) feet from the bottom of the sign to the sidewalk or other pedestrian walkway. Projecting signs shall not extend above any public street.
- (f) Roof mounted signs are prohibited.
- (g) Free standing signs are prohibited with the following exceptions only:
  - (i) A free standing sign shall be permitted for any development of one (1) acre or more with multiple buildings.

- (ii) A free standing sign shall be permitted where building setbacks or surrounding buildings obscure the view of permitted projecting, awning or canopy signs.

Such permitted free standing signs shall be no larger than ten (10) square feet, shall not exceed twenty (20) feet in height, shall have a minimum clearance below the bottom of the sign of eight (8) feet above any sidewalk or other pedestrian walk way. No minimum clearance shall be required beneath free standing signs which are not above a sidewalk or other pedestrian walkway. A free standing sign shall be in lieu of any projecting, awning or canopy sign.

(10) Secondary Signs

- (a) In addition to any primary signs which are permitted, secondary signs as provided below are permitted.
  - (i) One (1) business shingle or banner may be hung from a projecting sign, awning or canopy,
  - (ii) Two (2) on-site signs, each no larger than ten (10) square feet advertising the premises for sale and/or lease shall be permitted for the period of time required to achieve the advertised transaction.
- (b) String pennants are prohibited.

(11) Maintenance

- (a) All signs shall be properly placed and continuously maintained so as not to become a safety hazard or detract from the appearance of the historic district or historic landmark.

(12) Removal of Signs

- (a) All signs advertising or related to a business shall be removed within thirty (30) days of termination of occupancy of that business.

(13) Sign Permits

- (a) No primary or secondary sign shall be erected in an historic district or on an historic landmark without first obtaining a permit therefor.
- (b) In addition to obtaining any required building permit, every applicant for a primary or secondary sign shall submit to the planning department complete information on all aspects of the proposed primary sign, including type, dimensions, design, color, materials, content, purpose and

placement. The submittal shall consist of a completed sign application form, construction plans, and a sample set of the proposed materials and/or paint colors. Any other documentation including photographs and catalogs, which may further support the application, are encouraged to be included.

- (c) If the planning department determines that an application for a primary sign permit is not in compliance with this Section 3.1414, the application shall be denied. If the applicant wishes to appeal the planning department's decision to the Historic Preservation Commission, he must file written notice to do so within ten (10) days of receipt of written notice that his application was denied. The decision of the Historic Preservation Commission shall be final.
- (d) Normal maintenance of signs and minor changes in wording or design, which maintains the size, color, and style of an approved sign does not require a new permit.

(Ordinance No. 2471 of May 10, 1990)

Cross Reference: See also Section 11.304(2) for Sign Zoning Requirements.

## **SECTION 3.1500 BUILDING STANDARDS COMMISSION**

### **3.1501 BUILDING STANDARDS COMMISSION ESTABLISHED**

#### **(1) Creation.**

The City Council shall provide for the appointment of a Building Standards Commission and the regulations and restrictions adopted shall be pursuant to the provisions of applicable statutory requirements for a building standards commission under state law.

#### **(2) Membership, Terms and Compensation.**

##### **(a) Number, Appointment.**

The Commission shall consist of five (5) members. Appointment of members shall be made by the City Council at the second regular meeting of the City Council after the City election. All members shall reside within the corporate City limits or within the extraterritorial jurisdiction of the City during the time in which they serve on the Commission. To the extent possible, the City Council shall appoint members to the Commission who have experience or expertise in the building trade.